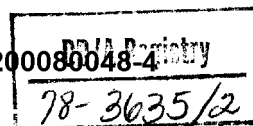


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PERS

23 OCT 1978

MEMORANDUM FOR: Director of Personnel

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Vacancy Notice System

REFERENCES : (a) Your memorandum to Deputy Directors,
dtd 13 Oct 78, Subj: Agency-wide
Vacancy Notice System (DDA 78-3635/1)
(b) Your memorandum to DDCI, dtd 14 Sept 78,
Subj: Vacancy Notice System

1. DDA management has reviewed the proposal to expand the present Agency Vacancy Notice System. We agree that the current system can definitely be improved. However, we do not concur with a mandatory system whereby all position vacancies would require competitive Agency-wide bidding. Further, we recommend that the Agency move very slowly in adopting any options (a-e) suggested by reference (a). That is not to say that this Directorate does not believe in competition for jobs. Our policy is to encourage such competition within the framework of the career service competitive evaluations as they relate to all areas pertaining to individual employee career development. Employees compete through the panel system for training opportunities, promotion, intra- and inter-Directorate rotational opportunities and certainly for positions within their sub-group. Their relative competitive ranking is and should be all important in determinations concerning these and every aspect of a career program. If career management and developmental planning is to be meaningful, then there must be positions available within each sub-group to assign employees for development.

2. This paragraph is keyed to paragraph 4 of reference (a).
Option a - It is the DDA's position that there is a vital need to continue the recruitment of young, professional and technical officers. Any institution requires an influx

of new people to retain a dynamic, effective organization. The proposal to advertise all entry level positions might reduce new professional and technical hires and could result in a stagnation throughout the organization. Also, such a system could have a debilitating effect on our efforts to improve the Agency minority position.

Options b-e - We believe all are at cross purposes with the personnel career development system. As an alternative, we support the recommendation that Heads of Career Services be urged to broaden the base of positions advertised outside the career service to assure increased opportunity for such qualified employees. Further, we believe that vacancy notices for positions now being advertised should be distributed on an Agency-wide basis. Adoption of those two proposals would increase the value of the current system without disrupting the career management system.

3. These comments are keyed to questions raised in paragraph 7, reference (a):

a. Options b through e could have a very deleterious effect on career development as we practice it within this Directorate. It would be detrimental to current PDP planning, to formalized upward mobility planning and for the career service system in general. Option a would have little effect on career development.

b. Employees would compete for jobs rather than for promotion. In effect, we would be adopting the Civil Service approach to job placement and promotion would depend strictly on the grade of the position.

c. Special screening would have to be performed at some specified organizational level. Additional workload would be incredible. Attached are statistics which reflect [redacted] employee movements for GS-04 through GS-13 employees in FY-1978. If we assume an average of 30 minutes per file, we could conceivably occupy fulltime a staff of 60-65 employees just for the file review process. What offset might occur through diminishing career management functions is difficult to say, but it is certain that any offset would not make up anywhere close to the difference.

d. Supervisors would have to make the determinations. Continued in-house selection could give rise to employee distrust and probably would result in a good many grievance cases which in itself would add to the workload.

4. Generally speaking, this Directorate is in agreement with reference (b), "Review of Vacancy Notice System." We do encourage continuing efforts to improve the vacancy notice system, but any such improvements should be in harmony with the Agency's program of career management.



John F. Blake
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Attachments

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